CHAPTER 11

QuickBill & QuickPay

QuickBill & QuickPay

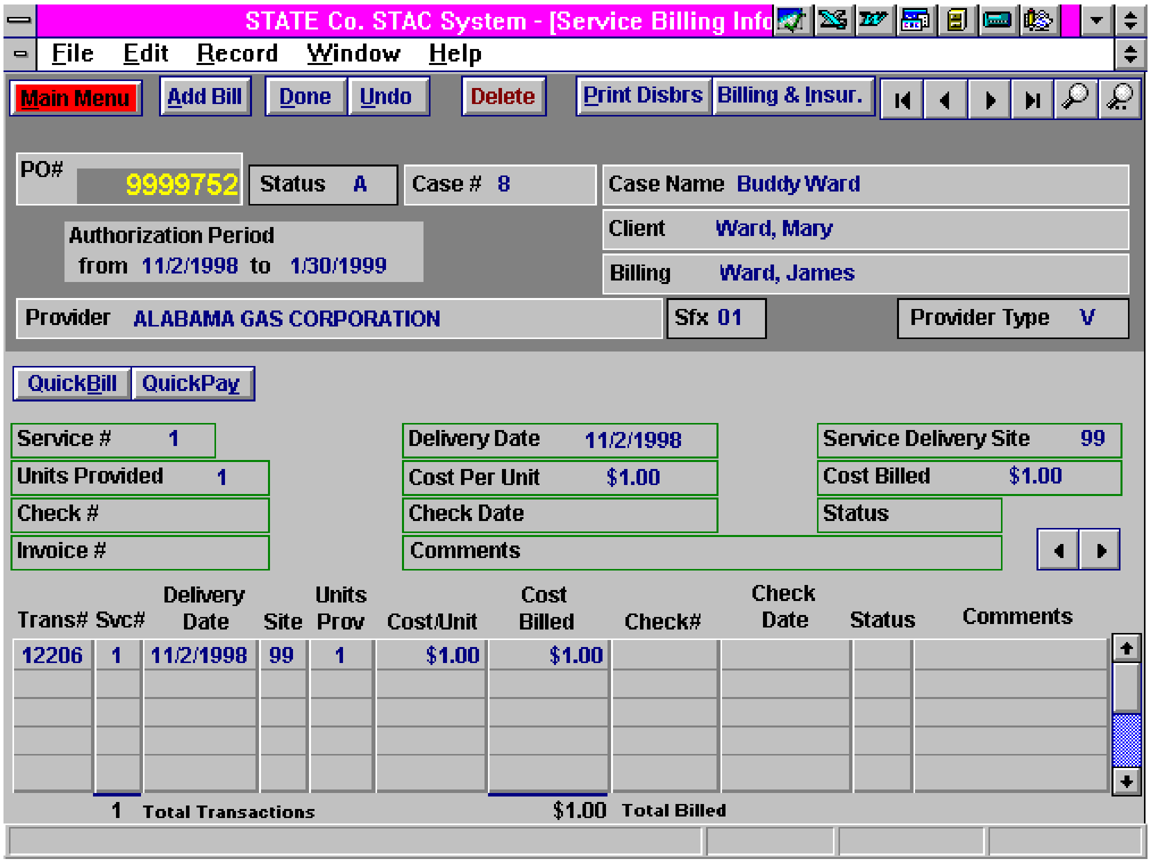
There has been a demonstrated need for STAC to automate the process of entering bill service dates, as well as being able to pay entire PO's in a single step. These two screens have been developed to answer that need.

In QuickBill, services can be broken out by clicking on the calendar. All other information such as Invoice Number, Site Delivery Code, Comments, SIC Code and Units Billed are all automatically copied. In QuickPay, Entire PO's can be paid by typing a Check#, Check Date and PO#.

***Note**: Bills and checks can still be entered the old way*. In some cases the Authorization Billing screen may be needed to enter detail.

Important: STAC information will not be changed unless the **DO IT** button on the QuickBill screen is clicked. On the QuickPay screen you must click either the **PAY IT ALL** button or the **DONE PARTIAL** button .

QuickBill



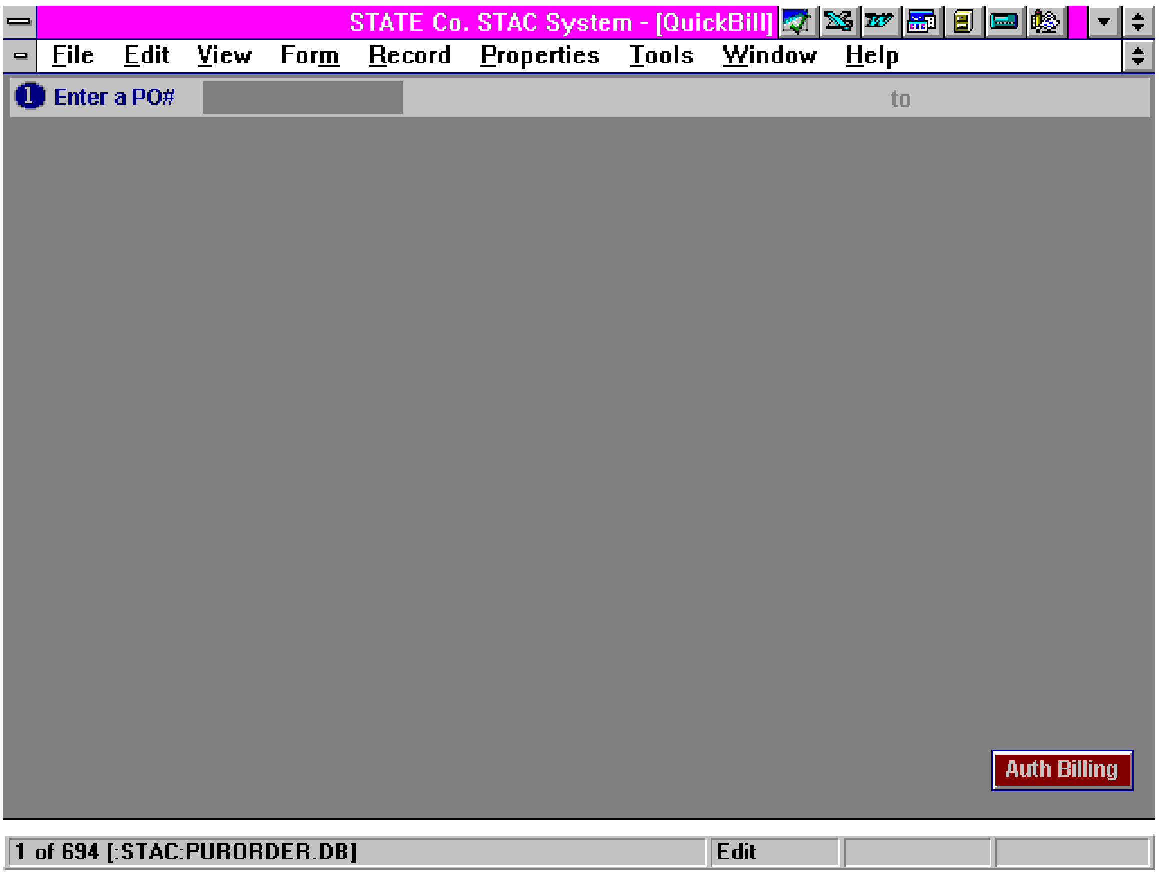
The QuickBill screen's purpose is to speed up the billing process for service authorizations that break out into a large number of service dates. To open it, click on the button labeled "QuickBill" in the authorization billing screen (located right under "Provider" on the left side of the screen), or when a service field to be billed is selected, type "Alt-B".

Field 1

When the screen first opens it is asking for a PO number. Type the PO number for which bills are to be created and hit **Enter.**

If an ***Active*** PO with that number cannot be found, a message stating so will appear. Click O.K. and try again.

(Notice the **Auth Billing** button is in the lower right hand corner. Press the **Auth Billing** button to return to the Authorization Billing screen.)



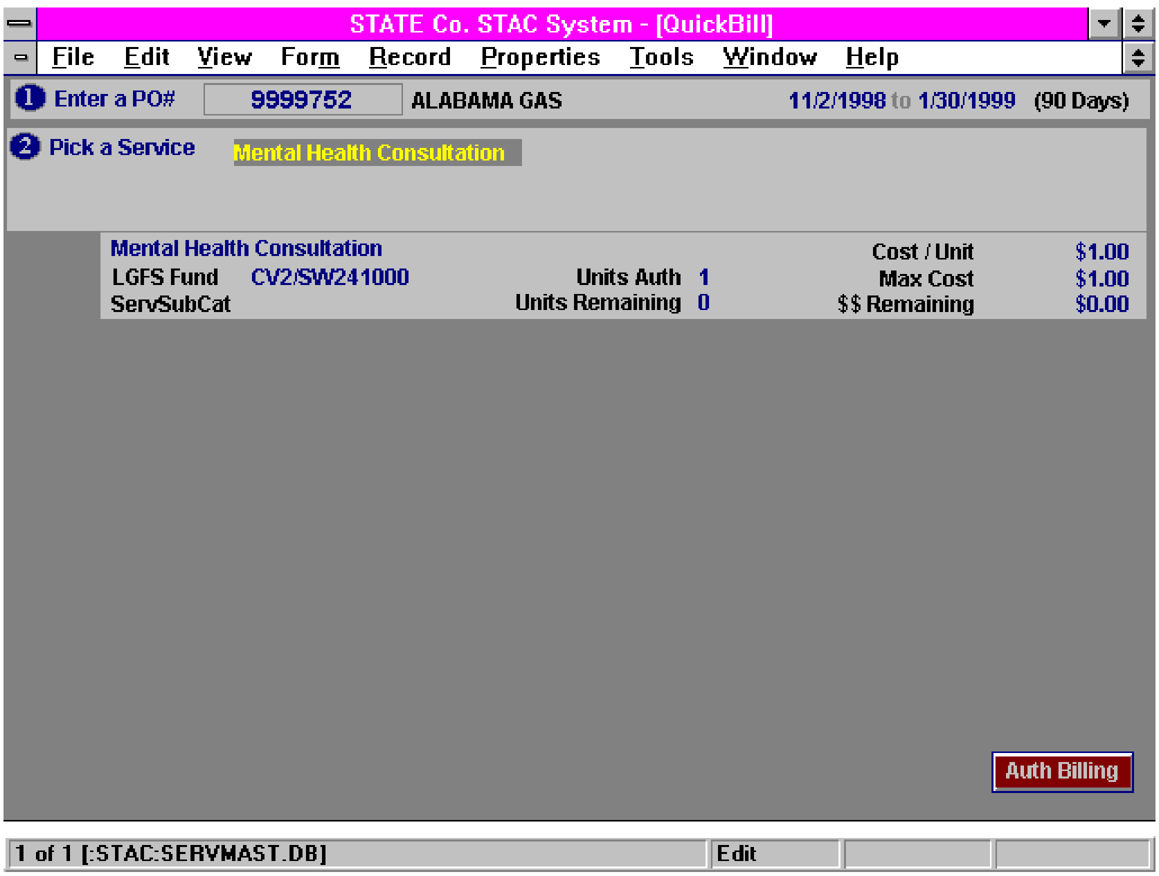
Field 2

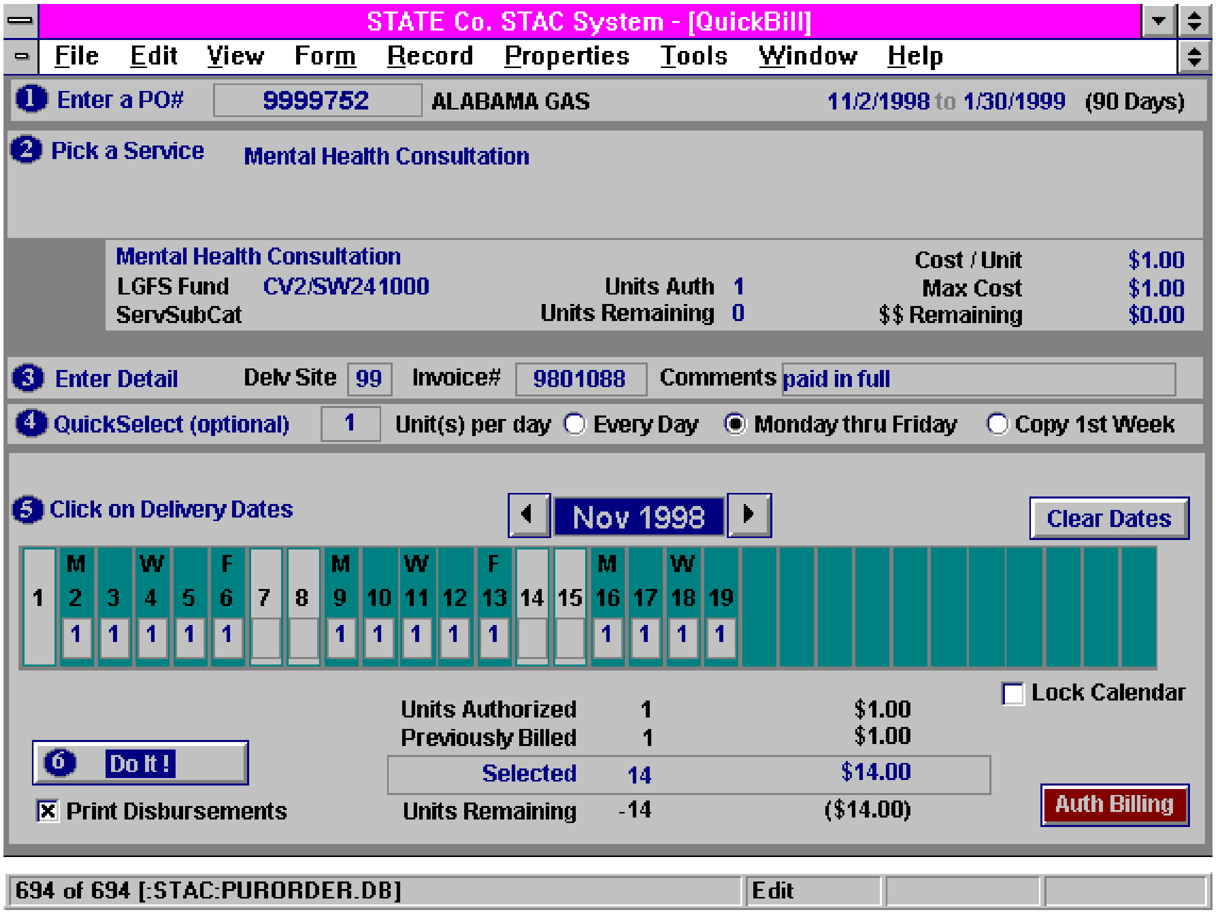
The authorized services for this PO will appear.

Use the arrow keys to select the desired service and hit **Enter**. In this case the selection is Mental Health Consultation.

Notice the detailed information for the service selected appears in the detail pane. This is for reference only. Nothing can be changed in this field.

As different PO's are entered in the **Locate PO** box and as different services are selected, the detail information changes.





Field 3

When the service field to be billed is selected, hit the **Enter** key.

The detail band now appears. This is where information is entered that is to be copied to *all* the records. It is optional.

Site automatically comes up as 99. You may accept the default or change the site number. Hit Enter.

Example: Type in invoice number if applicable. Hit **Enter**. Add comments such as "paid in full" and hit **Enter**. Now the calendar appears.

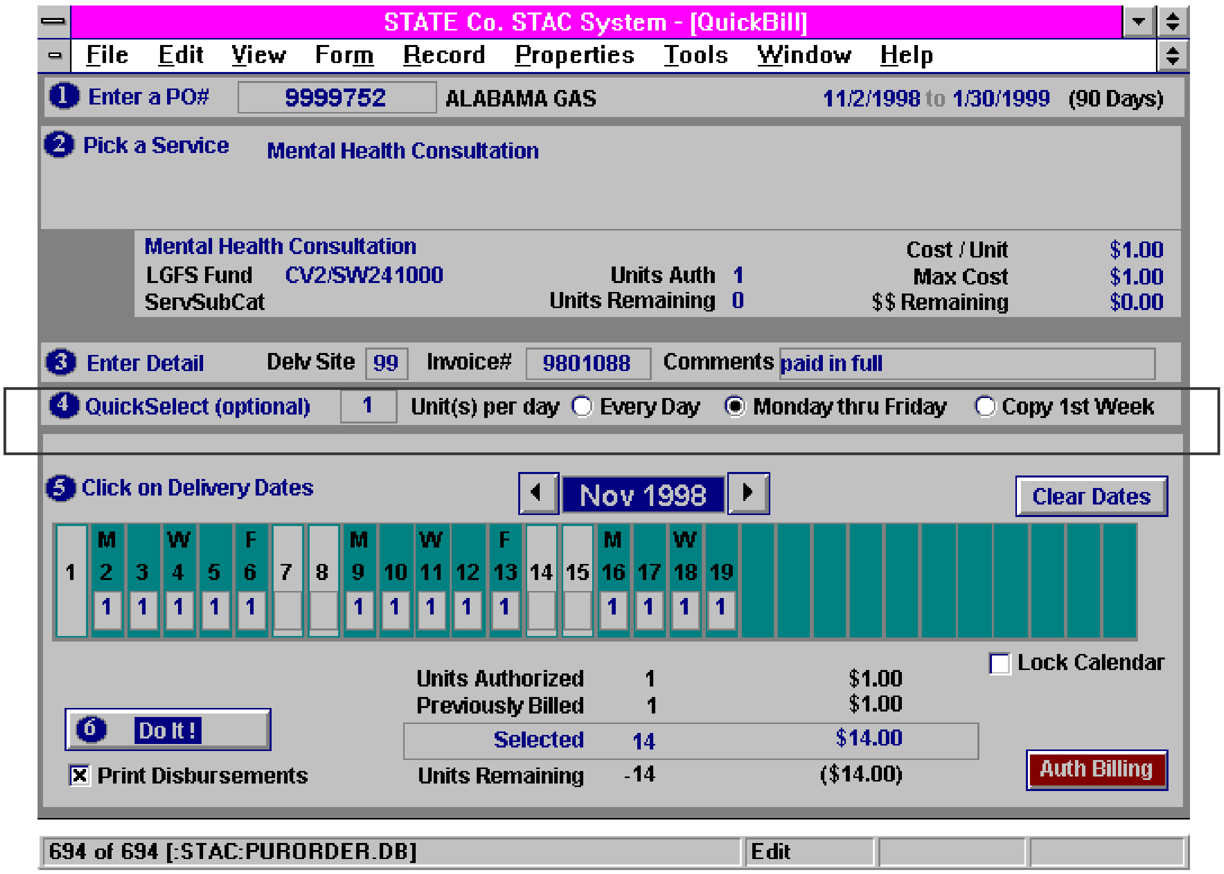
NOTE: Since this is just an example to try do **NOT** press the DO IT button at the bottom left of the screen. Doing so will commit changes to STAC. There are many features to cover before pressing DO IT.

Field 4

There are many ways to fill in service dates. The simplest is to click on each day the service was provided. By default each click places a "1" for units for each day you click.

For this example we'll look over the different options that are available.

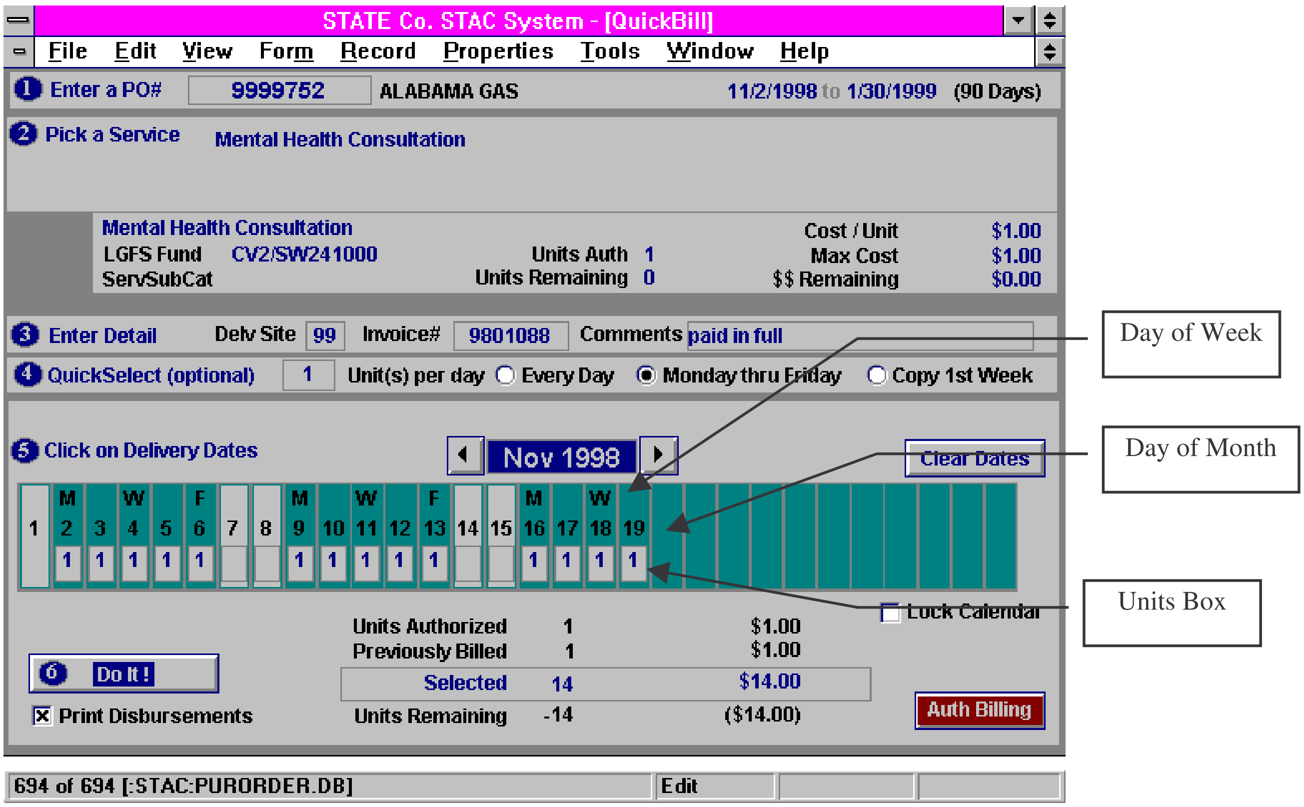
Quick Select Section



Look at section 4, the Quick Select section. This is a 1-step way of selecting service dates for every day of the month shown, for every Monday thru Friday for the month shown, or for selected days in the first week of the month shown. These dates are then copied throughout the whole service date range.

Different numbers of units can also be selected for each day. Enter the number of units per day in the Unit(s) Per Day field. To enter 2 units/day select Every Day *or* Mon-Fri *or* mouse click on the calendar. It will place 2 units for each of the selected dates.

Calendar Section



Next is the calendar section. At the top is the month and year (**Nov 1998**), and two arrow keys pointing to the left and right. When a PO# is typed in, the calendar will cue up to the beginning of the service date range on that PO. To look beyond the current month, click on the arrow keys; the left button goes back one month, the right button advances one month.

The **Clear Dates** button will empty the calendar. It will not affect any STAC data; just the calendar table.

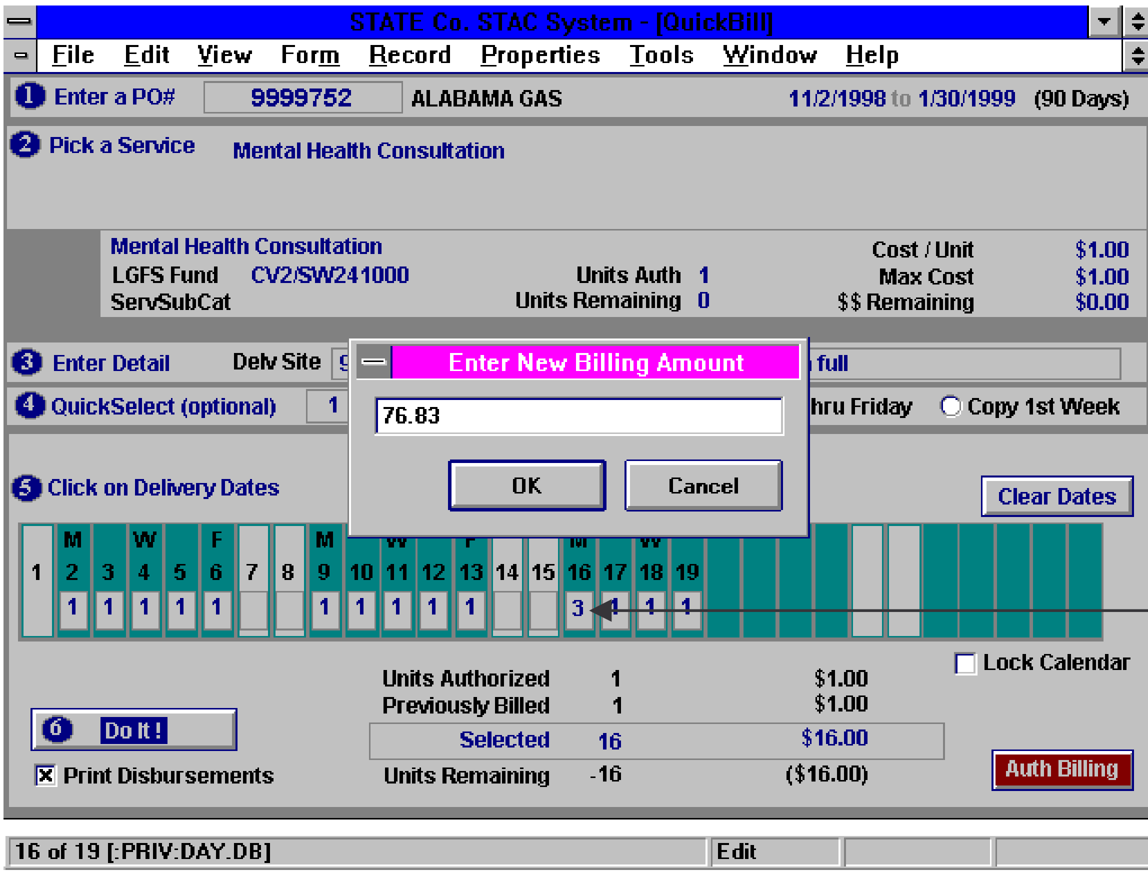
Some dates on the calendar may be missing a units box (i.e. the 1st on the calendar above). To avoid accidentally assigning units outside the authorized range, the system will not show a units box. This does *not* mean units outside the range cannot be assigned, but the system will produce a message saying the date is outside the range and asking for confirmation to put them outside (much the way the Authorization Billing screen does). Click outside the date range where the units box is located and the number of units can be entered for that day.

Any number of units for a given day can be changed by clicking on that day and typing in the number of units.

If a day that already has units is clicked, those units will be cleared.

Changing the Billing Amount

It is possible to change the billing amount for any given day by “right-clicking” the day you wish to modify.



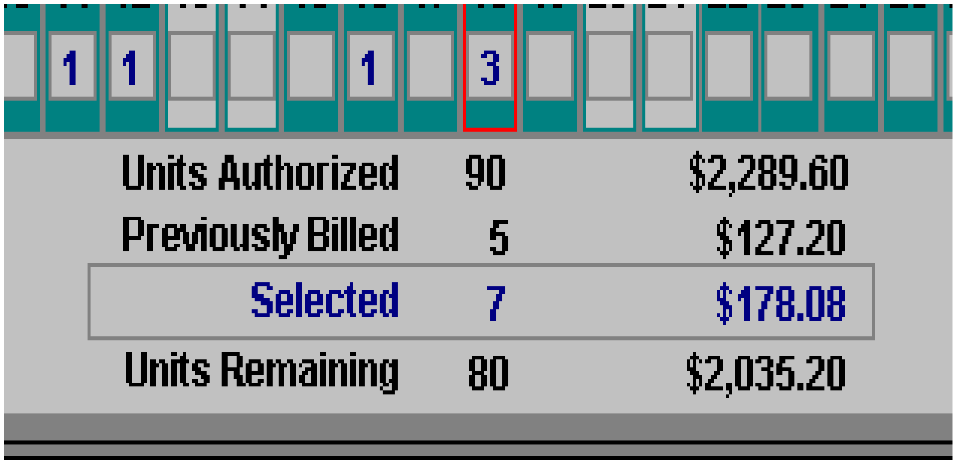
Right Click on the Units Box to get the “Enter New Billing Amount” dialog box

<u>Do not enter the Cost Per Unit here</u>. The system is asking for the *total* amount billed for that service on that day.

Type in the amount and hit **Enter** or click OK. Notice now that the day has a red box surrounding it. This is a visual cue that this day has a modified cost.

If the first week is filled out, and the cost(s) modified, when **Copy First Week** is selected, the system will carry that modified cost throughout. To avoid this, first add the units for the first week, *then* select **Copy First Week** and finally modify the cost for the first week. This way the cost will only be modified for the days specified.

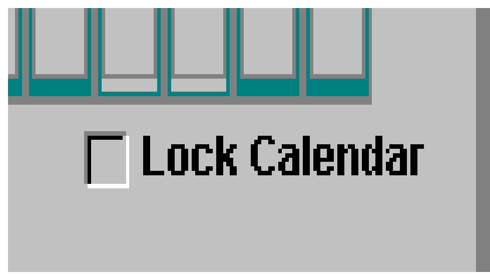
Finally, for the user's convenience the system displays how many units/dollars were originally authorized, how many were used previously, how many are currently selected, and how many are remaining. Notice as units or costs are modified, the figures will adjust accordingly. If more units or dollars are assigned than were assigned in the service authorization, the figures will turn red.



At this point in the process of adding bills the user would most likely be finished and ready to create them.

When **DO IT** is pressed, the calendar by default will clear. When the next service is selected, the calendar is clean.

The dates and units selected can be kept by clicking on the **Lock Calendar** checkbox. The system will hold this information until it is unchecked and the **QuickBill** screen is exited or the **Clear Dates** button can be clicked. This lock can be released at any time.



After completing the example above, proceed to "real" services and follow the steps in the example to record "real" bills using QuickBill. When a valid service is entered and "real" bills are ready to be recorded, press **DO IT.**

The system will then go through the process of taking the data from this screen and creating actual bills in the STAC system. If you make a mistake, you can correct it in the authorization billing screen.

NOTE: **There is no Undo button here. Corrections can only be made in the original billing screen.**

After the bill(s) are created, either half the screen goes blank and **Pick A Service** on the services table is highlighted for the next entry, or, if the calendar is locked, nothing seems to have changed and **Pick A Service** on the services table is highlighted for the next entry. Notice that the service just billed is now dark blue. This is to help keep track of services that have already been entered.

From here another service to bill can be selected or click on the Select PO field and enter another PO. This starts the process over again.

There are many features to this screen and thus it may be a little intimidating. However, with use it becomes the easiest and fastest way to do billing!

Bills that have multiple invoices on them can be created in batches. For example, if a provider bills monthly, and the authorization covers a 90 day period, **Enter** the bills in three steps instead of one, changing the Invoice number in between.

Guidelines for using QuickBill

- Nothing is recorded from this screen unless the **DO IT** button is pressed. If the **DO IT** button is not pressed before returning to the Authorization Billing screen, the billing information just entered is not recorded.

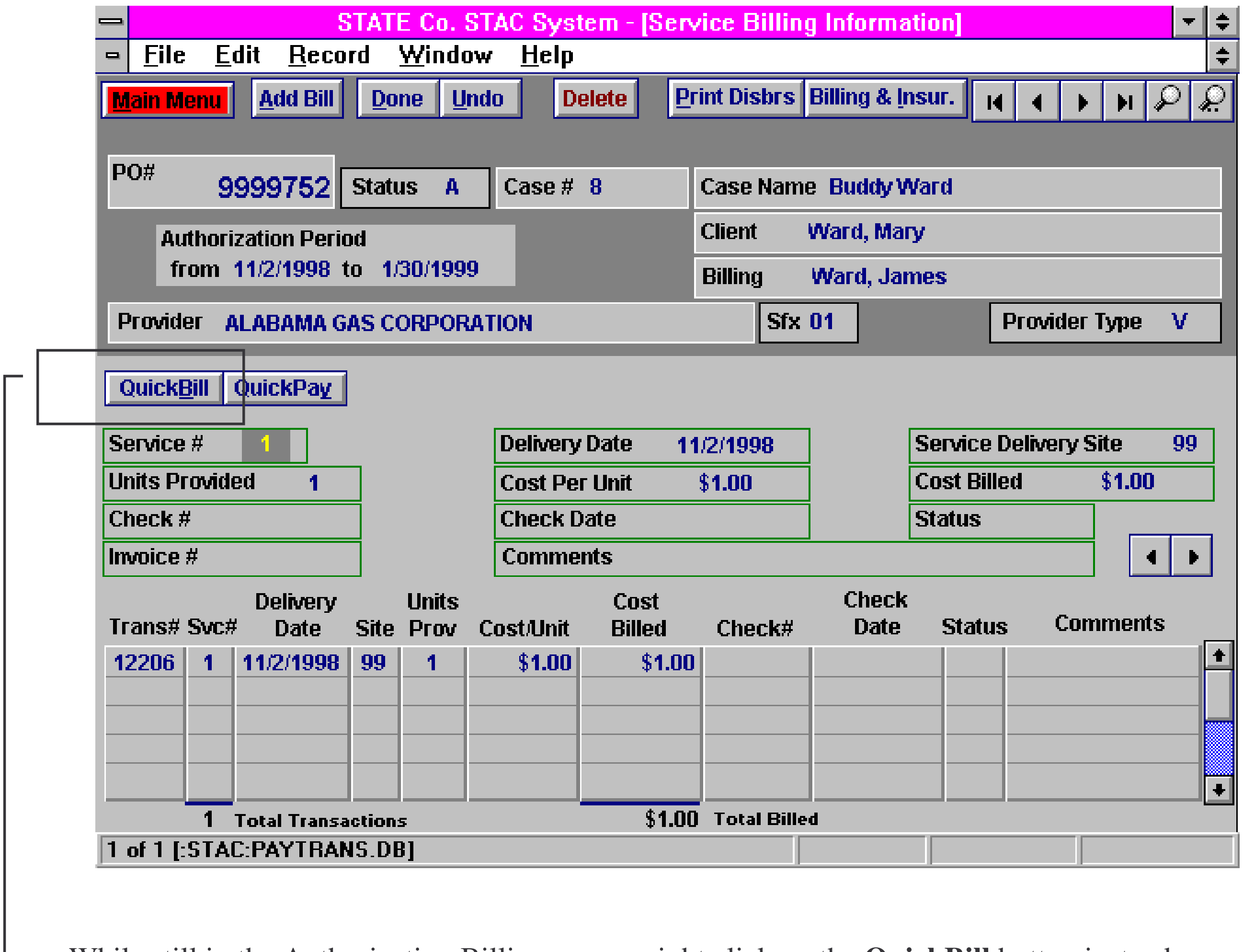
- This screen is only meant for creating new bills. There is no way to come back later to use it as a tool for looking up previous billings.

- The screen will only create a calendar from 6 months before through 1 month past the current date. This can be an issue if trying to enter bills that are more than 6 months old. To extend the range, adjust it before opening QuickBill on the Authorization Billing screen. (See next page **Manually Selecting** for details.)

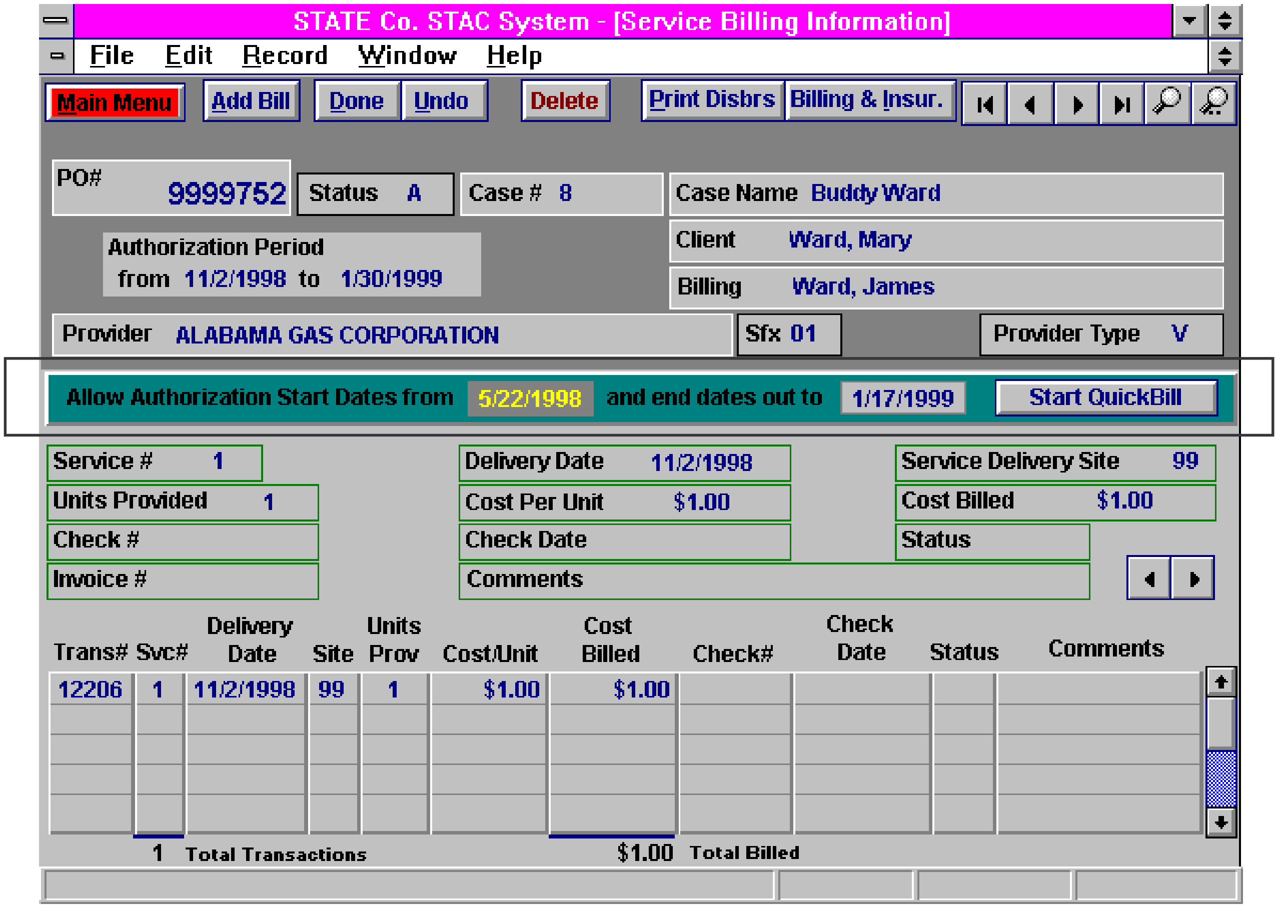
- When using QuickBill for the first time it would be a good idea to go back to the Authorization Billing screen and browse the newly created bills.

- Sometimes it is easy to forget to press the **DO IT** button. Remember nothing happens unless it is pressed for each service. Only one service at a time can be billed.

Manually Selecting QuickBill's Calendar Range

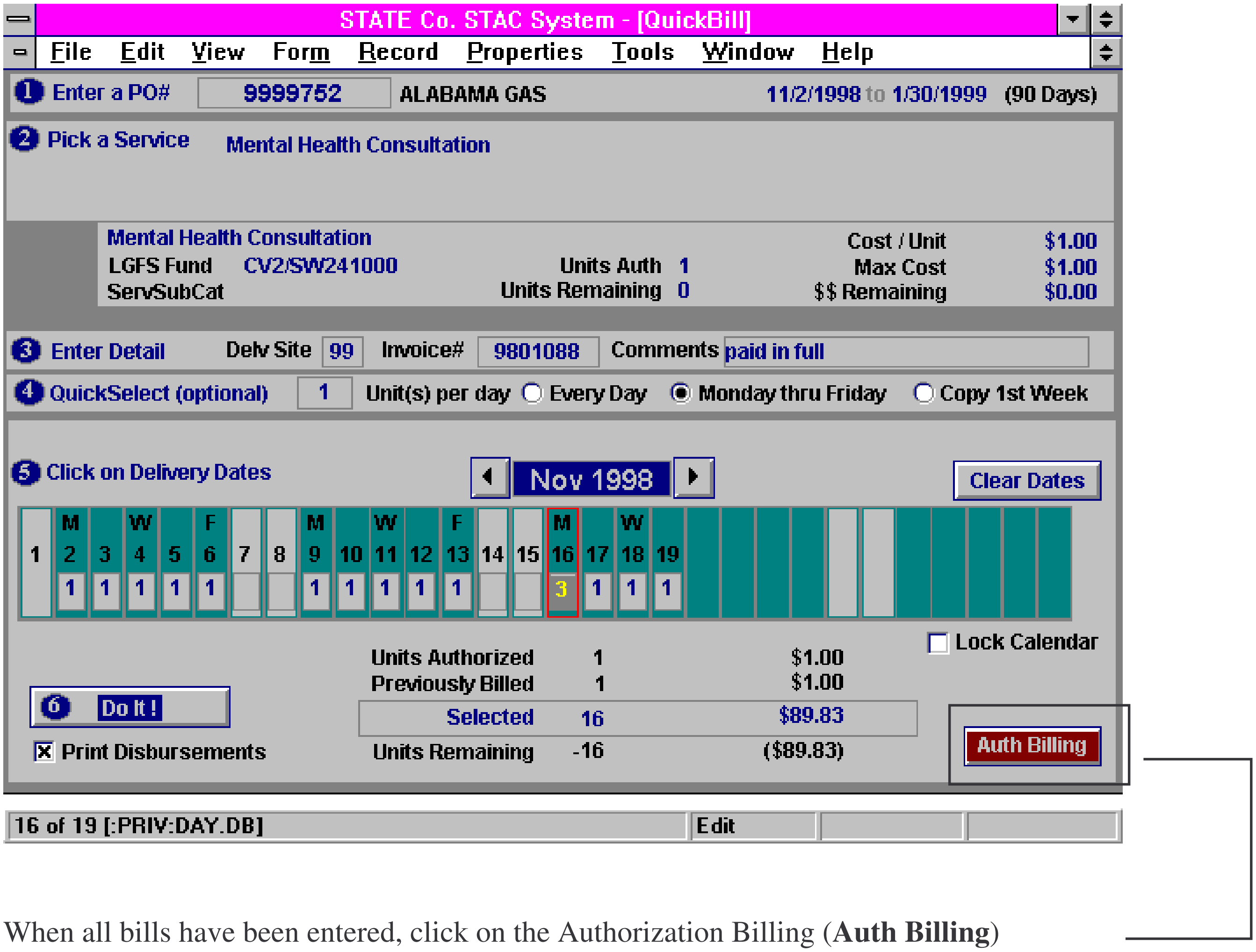


While still in the Authorization Billing screen, right click on the **QuickBill** button instead of left click. This action will open a box for modifying the calendar's size as needed. Remember; however, that on slower systems, the larger the calendar, the slower the screen.



Enter the dates and click on **Start QuickBill**.

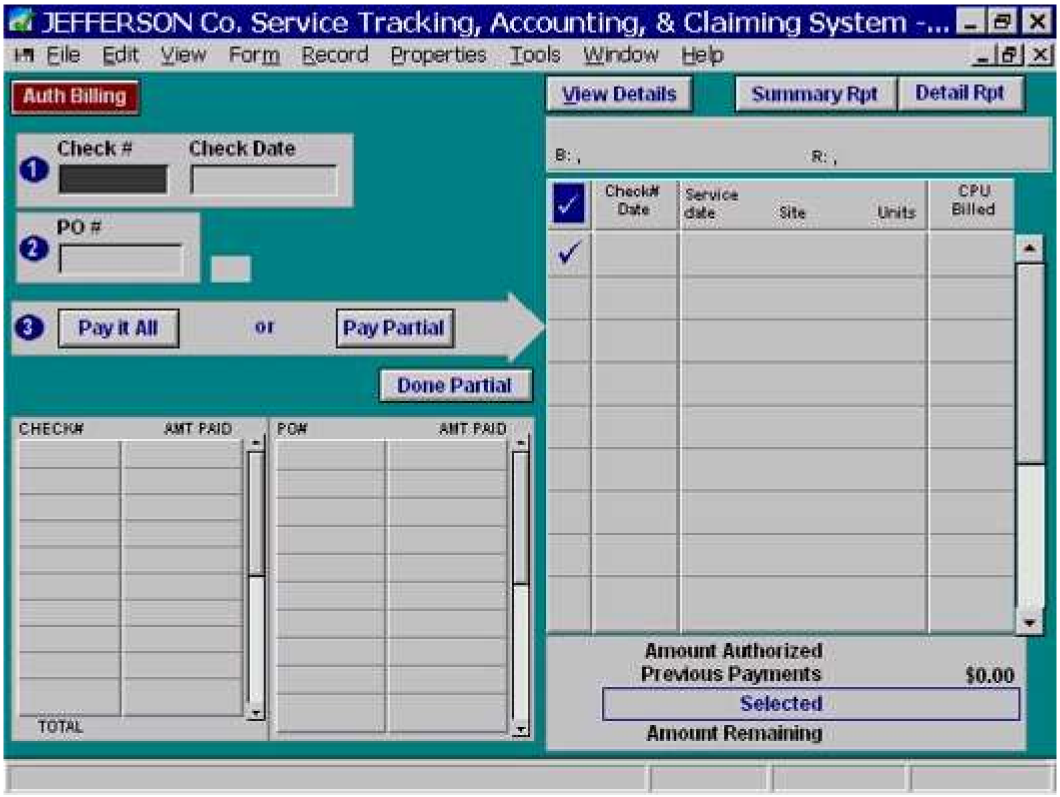
To close **QuickBill** click anywhere outside the box and it will disappear.



When all bills have been entered, click on the Authorization Billing (**Auth Billing**) button, and it will close this screen.

QuickPay

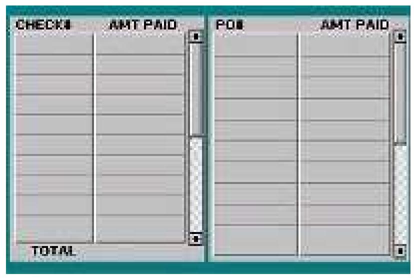
The QuickPay screen was created to speed up the process of paying PO's in STAC.



QuickPay is Divided Into 3 Sections

1. **Entry:** Check#, Check Date, and PO Number

2. **Billing Table:** individual bills are selectable to pay (partial PO)

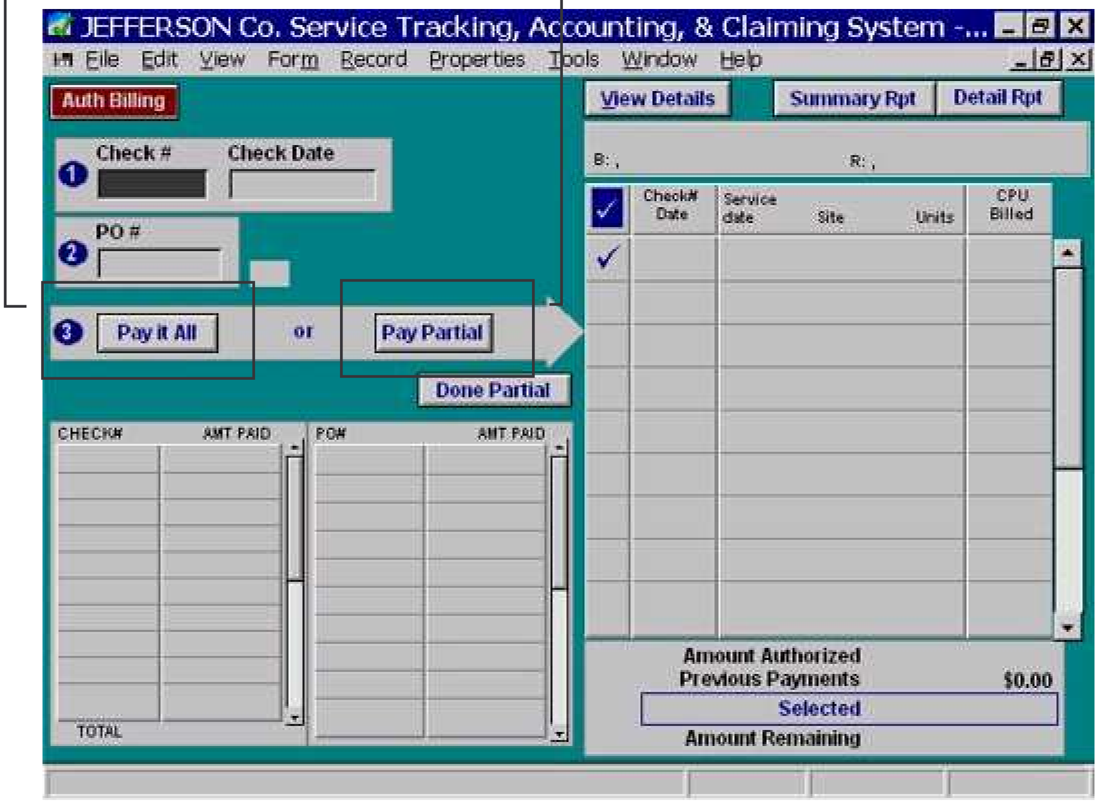


3. **Summary:** sum totals of Checks and POs as they are entered\

Begin by first entering a check# and check date. This can be done at anytime by simply clicking on or tabbing to the check# field and pressing the **INSERT** key. A check#/date only has to be entered once. After that, enter all the PO#'s that have been paid by that check.

Two Ways to Pay a PO with QuickPay

1. **Pay it All**
2. **Pay Partial**



Pay it All

Pay It All--*This is used to pay all, or the remainder of a PO.* This is the quickest way for those PO's that are being paid in full (even if they have had previous payments).

1. Type the PO#, hit **Enter** (the cursor moves to the **PAY ALL** button)
2. Hit **Enter** again to pay it all.

The system then pays the entire PO. The cursor goes back to the PO# field where the process is repeated, entering all PO's paid by that check.

As the information, is entered take notice of the summary section. For each Check put into the system, the sum total of payments made to it is displayed. Likewise the sum for each PO is displayed in the PO Summary Table.

Note: On adding the second check, it may seem like the PO summary has gone blank. This is not the case. The PO summary table displays only the PO's for the current check #. To see this in action, after putting in a few checks and their PO's, click on the Check Summary Table. The PO summary table displays those PO's for that check.

At the moment the **Pay It All** button is clicked, the system posts payments for each item on that PO. Again, there is no Undo function here. To reverse the process un-check each item listed in the Billing table. If there were previous payments made to that PO, be sure to only un-check the payments just made.

Pay Partial

Pay Partial--*This allows individual bills to be selected by clicking on its checkmark field.* This allows the user to browse through the paid and unpaid bills with the Billing Table. The checkmarks indicate those which are paid.

To pay partially:

1. Click on the Pay Partial button. This will bring the cursor to the Billing Table.
2. Find the item to be paid (using the scroll bar or Page/arrow keys)
3. Click in the checkmark column. Notice a check will appear showing that it is paid.

- If a mistake is made, check on the item again, and it will remove the payment.

- If an item that was paid previously is checked, the system will ask for confirmation, i.e. “This bill was already paid by check number xxxx...”. Click on **no** and no change will be made. Click on **yes** and the payment will copy the Check# and Date to that transaction.

If there are many items on a partially paid PO, you can keep clicking on the **Pay Partial** button and the system will keep searching for unpaid items.

- **Important** When paying partial and an item is checkmarked, the transaction is recorded as it happens. You do not have to click on a button to record individual items --Again; *all that is required is to check the field and that item is paid.*

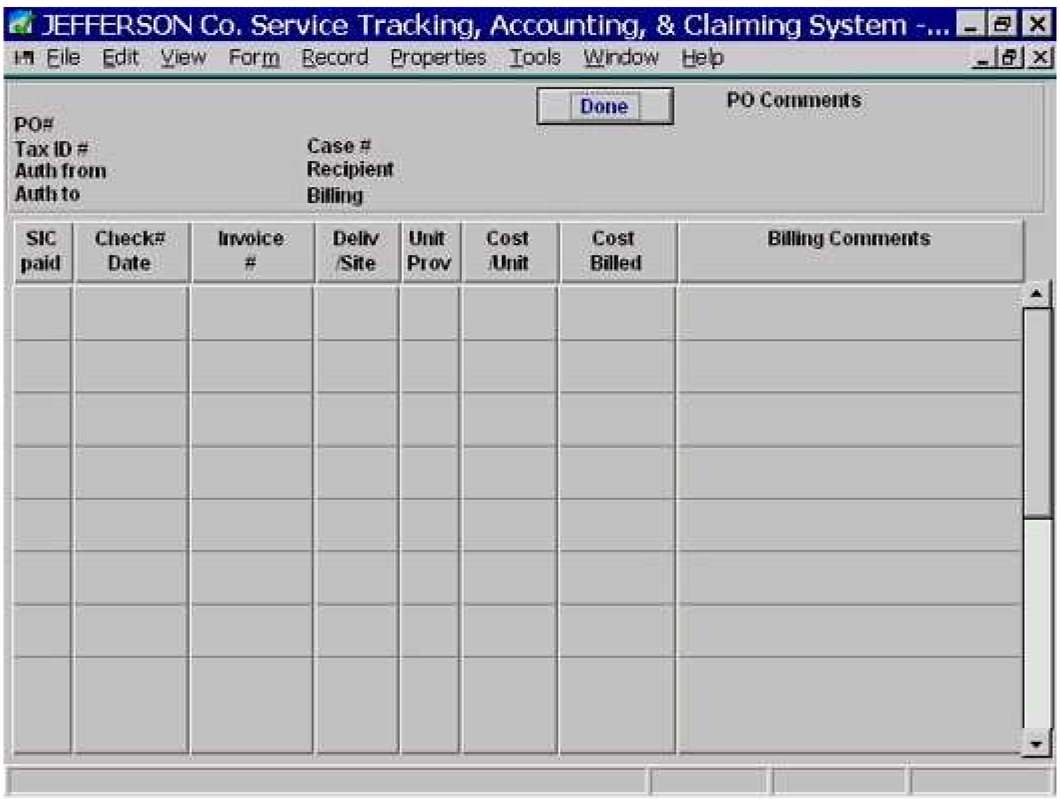
To Pay Another PO# With A Different Check#: After Choosing **Pay It All** or **Done Partial**, enter new check #, check date and PO#. Choose **Record** from toolbar, Press “Next” and continue, using instructions under **Pay It All** or **Pay Partial.**

On the bottom of the Billing Table is a summary displaying how many units were authorized, previously paid, being paid now, and the remaining dollars left for this PO.

There are also:

- **Report buttons** - The summary will produce two reports, a summary by check, and a summary by check and PO. The detail will provide a report by check and PO with the individual item paid.

- **View Detail -** When a PO is showing in the Billing section it can be viewed with all its details and payment history by clicking on this button. A details screen will look like this:



This screen can be viewed only. Nothing can be changed here. When viewing is completed, click on “Done” and it will return to the QuickPay screen.

When finished, return to the Authorization Billing screen by pressing the **Auth Bill** button.